

PROJECT GRANTS FOR ORGANIZATIONS 2007--2008

Do not return the completed report via fax or email. Original signatures and attachments are needed. Return no later than 30 days after the end of the project and no later than June 16, 2008 to:

Virginia Commission for the Arts
Lewis House - Second Floor
223 Governor Street
Richmond, VA 23219
804/225-3132

On a separate piece of paper, provide the following information in the order specified below. Title all pages, "Final Report - 2007-2008 Project Grants for Organizations." You may use this page as a checklist to make sure the report is complete.

1. Grant identification number (refer to the award letter).
2. Grantee name, address, telephone, and contact person.
3. Title of project.
4. Date(s) of activity, including start and end dates.
5. Briefly describe the project that took place and include any significant changes that occurred in the project's structure, budget, programming, staff, or physical location since the time the grant application was written.
6. Total project cash income. Itemize all sources of funding for this activity, including VCA grant total, income from your organization's general operating budget that is devoted to this activity, earned income, local government support, foundation grants, corporate contributions, and cash donations from individuals. Remember to provide the grand total of all cash income for this activity.
7. Total project cash expenses. Itemize all expenses.
8. Total number of artists participating in this project.
9. Total number of individuals who directly participated in this activity including attendance.
10. Of the total number attending, how many were age 18 or under?
11. Total number of arts events associated with the project.
12. Number of arts events associated with the project that took place outside of school but which are specifically aimed at people under age 18. Also provide the number of in-school arts events, if any.
13. How did this project improve your capabilities in relation to artistic quality, community service, or management of your organization?
14. Type the statement, "I hereby certify that, to the best of my knowledge, all information in this final report is complete and accurate." Below this statement type the name, title and daytime phone of the person reporting, and provide an original signature.
15. Enclose publicity material, press clippings, printed programs, reviews, articles, evaluation forms, or brochures regarding the project. Highlight acknowledgment of Commission support in publicity materials you produced.
16. Return the completed report to the Commission office **no later than June 16, 2008.**

NOTE: THIS IS NOT A POSTMARK DATE